

**STATE OF GEORGIA**  
**RECORDS RETENTION SCHEDULE APPLICATION**

<i>The Retention Schedule Program will enter this data:</i>	<b>Sheet:</b> 1 of 2 <b>Schedule #:</b> 73-0497-02 <b>Effective Date:</b> 10/30/00
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(Agency use)

(Archives use)

Date Sent:

Date  
Received:

Agency  
Control No.:

Agency Code: 0484-000

Control No.: 980126-01

Applicant: Martha B. Lamb  
Address: 271 Capitol Ave. Rm 2A  
Atlanta, GA 30334

Phone: 404 656-6861  
FAX: 404 656-0909  
Email: martha.lamb@dot.state.ga.us

Creating Office: Administration Division  
Address:

Phone:  
FAX:  
Email:

Administrator: John M. Swiderski  
Transportation Accounts  
Administrator

Phone:  
FAX:  
Email:

Application  
Type:

New:  
Amend: Amendment. Supersedes previous version.  
One-time:  
Exception:

Class: Individual

Series Title: Department of Transportation Subject File (Office reference files)

Dates of

Series: 1930 – Ongoing

Access: Open

Total Retention: This series " Department of Transportation Subject Files" is really office reference records and are duplicated in the "Commissioners Subject Files" Schedule # 73-0154 A, Effective date Nov 2, 1983. See attached letter.

New requirement: Destroy when no longer needed for reference.

Old requirement: See attached schedule 73-497, effective date 9/17/1973 .  
superseded.

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*The Retention Schedule Program will enter this data:*

Sheet:	2 of 2
Schedule #:	73-0497-02
Effective Date:	10/30/00

The above retention period is consistent with the requirements of the Georgia Records Act (O.C.G.A. § 50-18-90 et seq.). We submit this retention schedule to the State Records Committee with the recommendation that it be approved for the named record series.

Authorized by:  10-31-00  
Agency Head, or Designee Date

Concur:  10-31-00  
Creating Office Administrator Date

Submitted by:  10-31-00  
Records Management Officer Date

The State Records Committee approves this recommended retention period for the named records series by the named creating office.

Signed:  10/30/00  
Secretary of State Designee Date



STATE  
OF  
GEORGIA

# Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES & HISTORY  
RECORDS MANAGEMENT DIVISION

1. Application Date <b>7/26/73</b>	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History. Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No.		Date Received <b>JUL 27 1973</b>	Date Completed <b>73-497 SEP 17 1973</b>
3. AGENCY, Division, Subdivision & Administering Office Address Department of Transportation Division of Administration General Support Services - General Files Atlanta, Georgia		4. Person to Contact  M. Bradford	
		5. Working Title R. M. O.	6. Tel. No. 656-5253

## 7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;  
RECORD WILL CONTINUE TO ACCUMULATE.
- ☐ DISPOSE OF PRESENT ACCUMULATIONS;  
NO FURTHER ACCUMULATION ANTICIPATED.

## 8. Earliest & Latest Dates of Series

1930  
1948 - To Date

## 9. Exact Series Title

Department of Transportation Subject File

## 10. What is the function of the office in which this record series is created

The Division of Administration provides staff support to the Department in the areas of general accounting, audits and fiscal procedures, personnel and training, contracts procurement and administration, equipment control, purchasing, inventory and warehouse control, general files, records management, Department budget and air travel service.

## 11. This file contains the following documents (include form numbers and titles, if any, and file arrangement):

Documents relating to the administrative functioning of the Department and the planning, construction, maintenance and improvement of transportation systems. This is a centralized subject file for the entire Department.

Included are correspondence, memorandum, forms, etc..

File is arranged alphabetically by subject. This includes subject files maintained for the General Office and District Offices.

## ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records			
Letter-size File Drawers	85	127.5		10	15		
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s) In Storage Area(s)			
				36	66		
			AVERAGE DAILY REFERENCES	This Year's	Last Year's	Preceding Year's	All Prior Year's
				15	10	2 mo.	--

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ [ ]
14. Is there a duplication of this series in another office or agency? ☒ [X] ☐ [ ]
- Some of the correspondence is duplicated in the various offices throughout the Department.
15. Is the information contained in this series ever summarized or published? Attach copy of summary or publication. ☐ [ ] ☒ [X]
16. Does the series contain classified information requiring security handling? ☐ [ ] ☒ [X]
17. Does the series initiate, amend or terminate agency policies and procedures? The Standards, Specifications and FHWA files may initiate, amend or terminate agency policy and procedures. ☒ [X] ☐ [ ]
18. Could the function be performed if the files were lost or destroyed? ☐ [ ] ☒ [X]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [ ] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [ ] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [ ] ☒ [X]
22. Has the Federal Government issued instructions governing retention/disposition of these files? ☐ [ ] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [ ] ☒ [X]

24. REQUIREMENTS. The following requires the files to be kept 4 years:

- a. ☐ [ ] STATE LAW b. ☐ [ ] STATUTE OF LIMITATION c. ☐ [ ] AUDIT PERIOD d. ☐ [ ] FEDERAL LAW e. ☒ [X] ADMINISTRATIVE DECISION f. ☐ [ ] HISTORICAL VALUE
- (Cite Law, Statute, or other reason for the retention requirement)

25. AGENCY RECOMMENDATIONS: This agency recommends that the file series be cut off at the end of each

-☒ [X] CALENDAR YEAR -☐ [ ] FISCAL YEAR

-☒ [X] Other See Attachment

then:

Hold in current files area 1 year, then:

Remove the following files from the series: Federal Highway Administration (FHWA) Specifications Standards Guardrails

Transfer these files to State Archives for permanent retention.

Transfer the remainder of the series to the Records Center; hold 3 years; then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Attach Samples of the Series

Records Management Officer

Date 1/25/73

26. Recommendations

☐ [ ] Approved ☐ [ ] Disapproved

Head of Agency/Designee

Date 7/26/73

in Paragraph

State

☒ [X] Approved ☐ [ ] Disapproved

Department of Audits/Designee

Date 9-13-73

25 are:

Records

☒ [X] Approved ☐ [ ] Disapproved

Secretary of State/Designee

Date 9-6-73

Committee

☒ [X] Approved ☐ [ ] Disapproved

Department of Law/Designee

Date 9-12-73

ITEM 25.

Files dated 1930 - 1956:

Cut off files immediately and retire to State Archives. Archives will retain the following parts of the files permanently:

G-3, entire section (Federal Highway Administration, earlier called Bureau of Public Roads)

G-5, file labeled Specifications

G-13, file labeled Guardrails

G-19, file labelled Standards

The Archives may purge the remainder of the files and destroy or retain at its discretion.

Files dated 1957 to date:

Cut files off at end of each calendar year; hold in current files area one year; then remove the following files from the series and retire to the State Archives for permanent retention:

G-1, Board Members

G-3, Federal Highway Administration (Bureau of Public Roads),  
(entire section)

G-4, Contracts Let for 19\_\_ (year)

G-5, Highway Engineer  
Program Engineer  
Planning Engineer  
Specifications  
Surveys, Aerial  
Traffic Safety  
Utility Engineer

G-6, Laboratory Equipment Sup.  
Laboratory Memoranda

G-7, Professional Associations (entire section)

G-8, Manual

G-9, Legislation (entire section)

G-12, Meetings (entire section)

G-13, Clean Air Act and Air Control  
Culvert Data - Pipe Culverts, etc.  
Guardrails  
Highway Beautification  
Maintenance Authority, Highway Authority  
Research  
Roadside Parks  
Telephone, Telegraph  
TOPICS

G-16, Circular

G-19, Standards

Transfer the remainder of the series to the State Records Center, hold three years, then destroy.